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From: **Travis Lewis - H1F** <travis.lewis@gsa.gov>

Date: Mon, Mar 5, 2018 at 11:01 AM

Subject: Re: Conversation Summary

To: Bob Stafford - H1 <bob.stafford@gsa.gov>

Cc: Chris McFerren - IAG <chris.mcferren@gsa.gov>, Elizabeth DelNegro <elizabeth.delnegro@gsa.gov>,

Mike Seckar - IA <mike.seckar@gsa.gov>, Derrick Rogers <derrick.rogers@gsa.gov>

Good morning,

Yes, this is an accurate summary. The other take-away from this meeting was that when OAS-FOIA needs to pull from Slack we are to stipulate this specifically in the e-discovery pull request to OCIO to search Slack.

Thanks for the summary Chris.

Travis Lewis

Director

GSA, OAS, Office of Freedom of Information Act and Records Management

O: 202-219-3078 C: (b) (6)

"GSA's mission is to deliver the best value in real estate, acquisition, and technology services to government and the American people."

On Mon, Mar 5, 2018 at 10:52 AM, Bob Stafford - H1 <bob.stafford@gsa.gov> wrote:

Hi Chris -

that matches my recollection of the meeting. I think OAS' take away was that we needed to update our records management guidance to inform GSA personnel about the process you mention regarding capturing any records that may be created in Google Hangouts. Travis, does that match up with your understanding?

Bob

On Mon, Mar 5, 2018 at 9:53 AM, Chris McFerren - IAG <chris.mcferren@gsa.gov> wrote:

Bob and Travis,

Good morning.

I am looking to document the outcome of our recent conversation on the subject of eDiscovery and Google Hangouts. I would appreciate the benefit of your review and input to confirm I have accurately captured the key components of our conversation.

Thank you.

Meeting

Date: February 15, 2018

Time: 8:00 - 8:30AM ET

Topic: Guidance re:Capturing Google Chat/Slack Records

Attendees:

Robert Stafford, Associate Administrator, Office of Administrative Services (Acting)

Travis Lewis, Director, Freedom of Information Act and Records Management Division

Elizabeth DelNegro, Associate CIO, Office of Corporate IT Services

Mike Seckar, Deputy Associate CIO, Office of Corporate IT Services
Chris McFerren, Director Enterprise Systems Support Division
Derrick Rogers, Google Subject Matter Expert

Background:

OGC inquired about GSA-IT processing eDiscovery search requests against content stored in Slack. GSA-IT stated that while it has the capability to process eDiscovery search requests it does not process as a matter of course those searches against Slack as part of a search for email. OGC misinterpreted that response as GSA-IT does not have eDiscovery search capability for Slack. That triggered a discussion within GSA-IT about other systems/services/solutions for which we do/do not have eDiscovery search capability. Google Hangouts is one of those services.

Liz DelNegro requested this meeting to discuss GSA-IT's obligations to perform eDiscovery searches against Google Hangouts and indirectly the need to activate the History feature for the GSA.gov domain.

Outcome:

It was decided that, due to the temporary/transient nature of typical conversations, Google Hangouts would not be considered a system of record. Therefore, GSA-IT should set the History feature to off for the GSA.gov domain. The result would not produce any discoverable content. If in the unlikely event someone feels a conversation conducted via Hangouts is a record, that person should take appropriate measures to preserve that content in accordance with their personal records management plan.

Regards,

Chris McFerren
Director, Enterprise Systems Support Division (ICE)
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